

7. Click, NEXT TASK

8. Review the Home Contact Information task



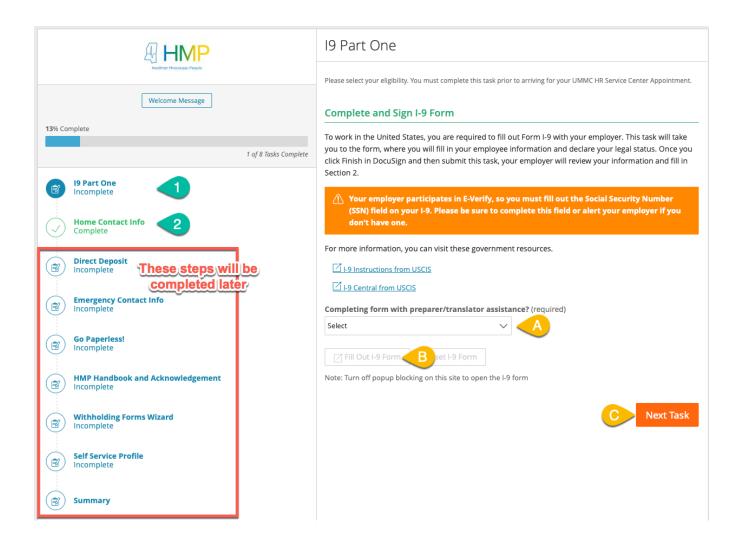
Initial On Site Employee Visit - Process Steps

UMM	•	erform the following steps with you:	
	☐ Fingerprinting/background check		
		ke Badge Photo	
		omplete employee health screen	
HMP w	ill perfo	orm the following steps with you:	
	□ I-9	I-9 completion	
	□ Da	ita Intake	
	□ Or	ne on One meeting with HMP to review benefits	
Тос	mple	te your I-9 and data intake steps you will do the following:	
1.	To complete the I9 process, you will need to bring:		
	a.	Passport	
	b.	OR Driver's License and Social Security Card	
	c.	OR State Identification and Social Security Card	
2.	You will be asked for your personal email address so that we can communicate		
	with you and allow you to log in to our system.		
3.	Your lo	our login information will be provided to you.	
4.	Once	Once you have your login information you can log into the system using the following	
	URL: https://onboarding.paylocity.com/onboarding/		
5.	The co	ne company ID is 174843 .	
6.	The fir	The first step is to complete part one of the I9	
	a.	Indicate "No" if you are not using a preparer or translator assistance	
	b.	Click "Fill out I-9 form" – this will open a new browser window	
	c.	When the I-9 is completed, click FINISH, then return to the previous tab	
	d.	Wait a few moments for your information to populate from the I-9, the I-9	
		step will turn green when ready.	

a. MAKE SURE TO UPDATE THE PERSONAL EMAIL ADDRESS

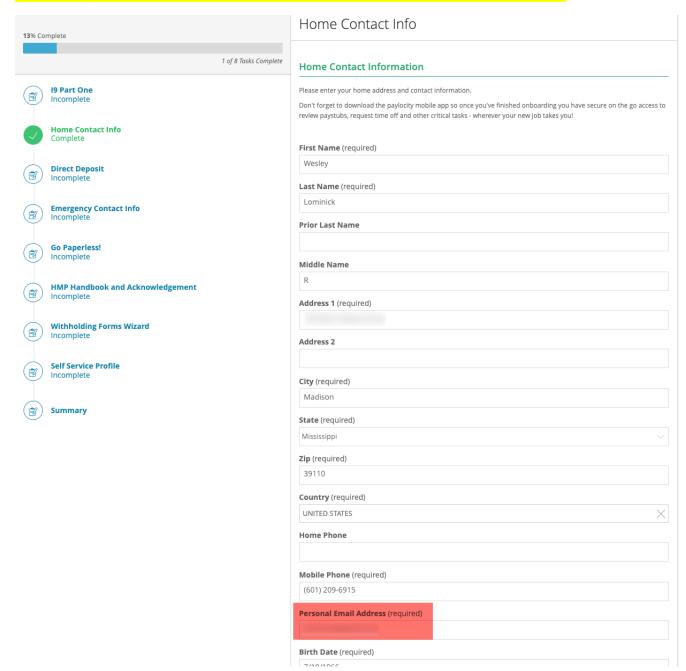
- b. <u>Provide any remaining information</u>, marital status, gender, ethnicity, veteran status
- 9. Physically show your I-9 identification documents to one of the HMP staff.

Example of I-9 screen in Paylocity:



Example of Home Contact Information Screen in Paylocity

Be sure to update EMAIL address and then scroll down and fill out all of the information.



Tentative Schedule for On-site Visits – subject to change:

Location: Merit Health Madison Rooms 1112-1119 (HR suites)
Dates/Times: Monday March 3rd 6:00 am to 2:30 pm

Tuesday March 4^{th} 11:00 am to 7:30 pmWednesday March 5^{th} 6:00 am to 2:30 pmMonday March 17^{th} 11:00 am to 7:30 pmTuesday March 18^{th} 6:00 am to 2:30 pmFriday March 21^{st} 9:00 am to 4:00 pm

Expected Duration: 30-45 minutes for preliminary onboarding steps plus additional time

as necessary to meet with an HMP representative to review benefits